



THE CITY OF **RALEIGH, NORTH CAROLINA**

POST OFFICE BOX 590 • RALEIGH, NORTH CAROLINA 27602 • 919-890-3385

Dear Applicant,

Thank you for your interest in the Raleigh Police Department. We look forward to assisting you with the application process. However, due to the amount of paperwork involved, we do not accept resumes or applications through the mail. You should also keep in mind that the hiring process typically takes 3-5 months for most applicants who successfully become Raleigh Police recruits. However, there are numerous factors that can affect the duration, making it shorter or longer.

Applicants are first screened through an initial interview process. No prior appointments are necessary for your initial interview. You will be seen on a first come, first served basis. The hours of operation are Monday through Friday (except holidays), 9:00 a.m. to 12:00 noon, and 1:00 p.m. to 4:00 p.m. The location for your initial interview is the Police Personnel and Recruiting Office, located at 4501 Atlantic Avenue, Suite 124. In order to proceed beyond the initial interview the Physician's Waiver and Personal History Statement will need to be completed.

Professional business attire is required for the initial interview. A photograph is taken at this time and remains with your folder throughout the process. Applicants will also be asked to provide a writing sample by completing an impromptu short essay. At the time of the interview, applicants must present a valid driver's license and original social security card.

Out-of-state applicants should call ahead of time and speak with a member of the recruiting staff prior to making your travel plans. If you are traveling from out-of-state, a stay of two days (Monday/Tuesday or Tuesday/Wednesday) will be required. The enclosed paperwork (Physician's waiver and Personal History Statement) is required to be completed and brought with you at the time of your arrival in order to start the application process.

For additional information or questions, please do not hesitate to contact a member of our recruiting staff at (919) 713--4198.

Sincerely,

Travis Keith Personnel Sergeant
Raleigh Police Department

POLICE OFFICER

The Raleigh Police Department is seeking responsible and dedicated individuals who are interested in a career in law enforcement. As a Raleigh police officer, you will work to protect lives and property through general police duties as well as have the opportunity to develop your skills in specialized fields. A few of the specialized fields are noted below:

K-9 Squad
D.A.R.E.
Bicycle Patrol
BAT Team

Drug Enforcement Unit
Selective Enforcement
School Resource Officer
Special Victims Unit

Mounted Unit
Motorcycle Unit
Threat Assessment
Fugitive Task Force

REQUIREMENTS:

- Must be 21 years of age at the time of graduation from the Raleigh Police Academy
- No maximum age restriction
- High School graduate or equivalent
- United States citizen
- Must be of good character and moral background
- Able to obtain a valid NC Driver's License
- Have corrected vision of 20/20 -- Applicant can not be colorblind

BENEFITS:

- **STARTING SALARY: \$34,281.59**, which is paid during the academy
- Complete uniform and equipment furnished
- Tuition Assistance Program (up to \$2,000 per fiscal year)
- Foreign Language Incentive Pay (\$500 annually for Spanish & A.S.L.)
- Paid vacation, holidays and sick leave
- Reward for Service Program pay
- Free medical, dental and life insurance for officers
- Dual Retirement Programs: NC Local Government Employees Retirement Program and the Supplemental Retirement Income Plan of NC (401K: includes automatic 5% City contribution)
- Opportunities for transfer to specialized units and eligibility for promotion

Applicants are subject to a physical fitness assessment, polygraph test, complete Background Investigation, and Oral Review Board prior to offer of employment. Applicants offered employment are subject to medical examination, drug screening and psychological screening. The Raleigh Police Department is an equal opportunity employer and does not discriminate based on race, sex, color, creed, age, disability, sexual orientation or national origin.

For more information, visit the **Raleigh Police Department Recruiting & Personnel Office** at 4501 Atlantic Avenue, Suite 124 or call a Recruiter at **(919)713-4198** during business hours. Also, visit us on the web: **www.raleighnc.gov**

R.P.D. OFFICER BENEFITS

SALARY

Starting pay for a Raleigh Police Officer is \$34,281.59 up to \$52,793.64 depending upon experience. Direct Deposit of pay checks is available.

LONGEVITY PAY

After five years of service, each officer receives 1% of his or her annual salary in an extra check during December. Employees with ten years of service receive 2% of their annual salary. This payment, known as a longevity bonus, is approved on a yearly basis by the Raleigh City Council.

PROMOTION

Officers are promoted on a merit basis after evaluation of their work performance record and applicable examinations.

UNIFORMS AND EQUIPMENT

An officer's complete uniform, shoes, weapon, and all necessary equipment are furnished by the City. Items are periodically replaced as the need arises.

EDUCATION PROGRAMS

All Officers must successfully complete our basic academy training. The Raleigh Police Academy lasts for approximately 27 weeks and consists of intensive training in the fundamentals of law enforcement. Upon graduation from the Academy and completion of 12 months of probation, an officer may attend other educational institutions of higher training. The City will reimburse the officer up to \$2,000.00 per fiscal year for tuition and books. In addition, selected officers are sent periodically to out-of-house schools.

FOREIGN LANGUAGE & A.S.L. INCENTIVE PAY PROGRAM

Raleigh Officers who are proficient in Spanish and/or American Sign Language are eligible to receive a one time incentive payment each year of \$500.00. All interested employees are required to be tested and certified as an interpreter or translator by approved, certified examiners. Candidates will be re-examined every three years. This is a voluntary program.

HOURS

Raleigh Officers currently work 12 hour shifts, and spend one month on either day or night rotation. Officers work two weekends out of the month. A sample 28-day cycle, beginning on a Monday, looks like this: two on, two off, three on, two off, two on, three off.

VACATION

Vacation is earned at the rate of one day per month for the first 3 years of employment. Completion of six months service is required before vacation leave will be granted. After 3 years of employment service, 15 days of vacation are earned per year. After 10 years, 18

days of vacation are earned per year. After 15 years, 21 days of vacation are earned per year. After 20 years, 24 days of vacation are earned per year. An Officer may allow this leave to accrue to 50 days.

SICK LEAVE

Sick leave is earned at the rate of 1 day per month. In addition to this, after 8 years of employment 3 months extended sick leave is earned, after 15 years another 3 months sick leave is earned, and after 25 years you earn 6 additional months for a total of 12 months.

PETTY LEAVE

Officers are granted 12 hours of petty leave per year. Petty leave can be used for attending to personal matters which usually cannot be transacted outside of office hours, such as medical appointments, etc., not to exceed 2 hours in one day.

HOLIDAYS

There are 11 paid holidays per year that are determined by the City Council. The holidays are New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (2 days) and Christmas (2 days).

MEDICAL COVERAGE

Medical coverage for employees is paid by the City of Raleigh. The coverage is effective the first of the month following one calendar month of continuous employment. The types of coverage available are individual (for employee only), parent/child, and family. Employees may choose Blue Care (Health Maintenance Organization) or Blue Option (Preferred Provider Organization Plan). Premiums for all plans are the same and are paid through payroll deduction on a pre-tax basis.

DENTAL COVERAGE

Dental coverage for employees is paid by the City of Raleigh. Coverage for new employees will become effective the same date as health coverage. Premiums for parent/child and family coverage are paid through payroll deduction on a pretax basis.

LIFE INSURANCE

All permanent employees are provided basic life insurance and accidental death and dismemberment insurance in an amount equal to their annual salary. The coverage is effective the first of the month following one calendar month of employment. Premiums are paid by the City of Raleigh. Employees may purchase coverage through payroll deduction for their dependents in the amount of \$2,500 for \$.70 bi-weekly or \$.35 weekly. Voluntary term life insurance is also available through payroll deduction.

REIMBURSEMENT ACCOUNTS

The City of Raleigh has established medical and dependent care reimbursement accounts so that employees may pay for out-of-pocket medical and/or dependent care expenses on

a pre-tax basis.

SAVINGS BONDS

The City of Raleigh offers the purchase of savings bonds through payroll deduction.

CREDIT UNION

The City of Raleigh Credit Union is available to all permanent employees. Permanent employees must complete 6 months of continuous employment and be a Credit Union member before becoming eligible to obtain a loan. In order to retain membership in the Credit Union, employees must have a minimum of \$25 on deposit. Savings accounts and loans are insured in the event of the employee's death.

RETIREMENT

All permanent employees are covered under the North Carolina Local Governmental Employees' Retirement System (NCLGERS). The employee contributes 6% of his annual salary on a tax deferred basis. The City matches the employee's payment to their retirement accounts. Officers are eligible for unreduced monthly benefits upon retiring after 30 years of service at any age, or at age 55 with 5 years of service. Officers are also eligible to retire with reduced benefits at age 50 after completing 15 years of service.

SUPPLEMENTAL RETIREMENT PLANS

All Law Enforcement Officers may participate in the Supplemental Retirement Income Plan of North Carolina 401 (K) Plan. Participation is voluntary and officers may make tax deferred contributions up to a maximum level as provided by IRS regulations. The City's contribution is 5%.

DEFERRED COMPENSATION

The City has developed and administers a deferred compensation program in addition to the supplemental retirement plans. This program is voluntary and allows employees to set aside income through payroll deduction that is tax deferred. Income tax is due when the deferred earnings are returned to the individual normally at retirement.

SOCIAL SECURITY

The City employees are members of the Social Security System. The employee contributes 7.65% of their annual salary and the City contributes the same amount. Social Security benefits include retirement and disability payments and survivor's insurance.

EMPLOYEE HEALTH & WELLNESS CENTER

The purpose of the Health Center is to treat job related injuries and illnesses that occur while employees are at work. All police applicants are required to have pre-employment physicals and drug screenings. Periodic health screenings that include vision, hearing, and blood pressure screening are also provided.

EMPLOYEE ASSISTANCE PROGRAM

The City of Raleigh provides employees and family members with confidential counseling to help resolve problems that may affect their work or family life.

WORKER'S COMPENSATION

All City employees are covered under the North Carolina Worker's Compensation Act. This act covers those employees who suffer injuries as a result of an accident while performing duties. It will pay medical expenses and a portion of the employee's salary if the individual is out of work as a result of a work related disability.

DISABILITY INCOME PLAN

All permanent employees are eligible to enroll in this voluntary payroll deducted plan which provides employees up to 60% of income if unable to work due to off-the-job accident, illness, or pregnancy.

***Note: All employee benefit programs are subject to change. Approval for continuation each fiscal year is contingent on budget authorization.**

Rev. 09/08

RALEIGH POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT PROCEDURE

1) PRELIMINARY INTERVIEW

Professional business attire is required for the initial interview. This preliminary interview provides the applicants with an overview of the application process and your basic background information will be discussed. Each applicant's height & weight will be measured, a photo will be taken, and you will be asked to provide a writing sample during this interview. **Your driver's license (indicating correct address) and original Social Security Card are required for this interview.** Applicants are also encouraged to bring documents listed under Section 3 to the initial interview if possible, as well as the completed Personal History Statement. Please note: The Raleigh Police Department *does not* utilize the generic City of Raleigh employment application.

2a) PHYSICAL FITNESS ASSESSMENT

All applicants will be required to complete a physical fitness assessment designed by The Cooper Institute. Details regarding the assessment can be found following the physician's waiver form in this packet. This is not a pass/fail test. Applicant performance on the assessment will be taken into consideration in the hiring decision. **The physician's waiver must be completed and turned in on the day of testing:**

PHYSICIAN'S WAIVER

This form must be signed by a physician stating that you are in adequate physical condition to take our physical fitness test. This may be your family doctor, military doctor, or physician from an urgent care facility.

2b) TRUTH VERIFICATION

As part of the selection process, applicants are required to submit to a truth verification technique. This technique will utilize a Polygraph instrument. The Polygraph measures specific physiological changes in the body and records that data. By examining those changes, the examiner is able to determine physiological reactions to specific stimuli. For the purpose of this examination, certain physiological reactions to specific stimuli will equate to deception. Areas that will be scrutinized will include the following: traffic and criminal law violation, employment history, and general truthfulness. **The Personal History Statement document is required at the time of this testing**

PERSONAL HISTORY STATEMENT

All applicants will be required to complete and return a Personal History Statement (Form F3). This document must be a thorough and accurate accounting of your history. Failure to disclose relevant information will likely result in your disqualification from the hiring process. You are responsible for having the F3 notarized PRIOR TO submitting it on the day of your polygraph testing.

3) BACKGROUND INVESTIGATION

Applicants who successfully complete both steps of part 2) will be entered into a pool of applicants who are eligible for background investigation. *Not all of those who are eligible will proceed further in the process.* Applicants are selected for background based on overall qualifications and the needs of the Department. If you are selected, the Detective who is assigned your case will call you at the beginning of the investigation in order to schedule you for an additional interview with him/her.

Additional documents listed on the next page will be required from you at that time.

ADDITIONAL DOCUMENTATION

You will be required to provide the following documentation if selected for a background investigation. **COPIES HAVE TO BE CERTIFIED OR NOTARIZED. THE BACKGROUND INVESTIGATION WILL BE PUT ON HOLD UNTIL YOU HAVE PRODUCED ALL OF THE APPLICABLE DOCUMENTS.** If you have originals, we will make copies of them. Out of town applicants may return the documents by mail to the following address: Raleigh Police Department, Attn: Recruiting & Personnel Unit, PO Box 590, Raleigh, NC 27602.

1. Copy of birth certificate
2. Copy of high school diploma or GED
3. Official transcript of high school grades
4. Copy of college diploma
5. Official transcript of high school grades
6. Valid driver's license
7. Social Security Card
8. Copy of DD-214 (Veterans Only)
9. Certified copies of driving record, criminal record checks, and civil record checks for all counties you have lived in for the past ten years. This includes out of state records.
10. Certified copies of all citations, criminal summonses, and warrants for arrest that have been issued to or for you.

4) **ORAL INTERVIEW**

The oral interview is a more formal, in-depth question and answer session conducted by a selected panel of police personnel. Applicants who successfully complete the background investigation stage will be scheduled for the Oral Board.

5a) **PSYCHOLOGICAL EXAM, MEDICAL EXAM, & DRUG SCREENING** Those applicants who are given a conditional offer of employment following the Oral Board must successfully complete a psychological exam, medical exam, and drug screening. These exams are scheduled and paid for by the Police Department.

5b) **FINGERPRINTING** At some point in the application process you are required to be fingerprinted. You will be notified to go to Room C-295 (CCBI) of the Wake County Public Safety Center to be fingerprinted. Live scan prints will be made and you must return one card to us on the **same day**. CCBI conducts fingerprinting Monday through Friday, from 0830–1130 and 1300–1600 hours (except holidays).

6) **RECRUIT TRAINING** Recruit training requires considerable home study and physical exercise on a daily basis. During the probationary period recruits **will not** be allowed to engage in **any** off-duty employment or attend other educational institutions.

Each phase of the application process requires departmental approval and the applicant will be notified upon approval. In the event you are not selected for appointment to the Raleigh Police Academy, you will be notified by mail. You may inquire as to whether or not you would be eligible to re-apply. If you re-apply, you will be required to complete all phases of the application process again.



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RALEIGH POLICE PRE-EMPLOYMENT PHYSICIAN STATEMENT

I, _____, as a physician for
(Physician)

_____, a police applicant wishing
(Applicant)

to participate in the Pre-Employment Physical Fitness Assessment and Polygraph Examination, sponsored by the City of Raleigh, do hereby state that the aforementioned individual can safely perform these procedures. I have reviewed the attached physical fitness requirements, and I understand that the polygraph examination may result in an increased level of physiological stress to the applicant.

Print/Type Name of Physician

Signature of Physician

Date

Raleigh Police Department Pre-Employment Physical Fitness Assessment

All applicants that are approved to proceed in the application process beyond the initial interview will be required to participate in a physical fitness assessment. This physical fitness evaluation is designed by The Cooper Institute. The assessment will be administered by Raleigh Police Department Specialized Physical Fitness Instructor(s). All events will be completed in the order shown below. All events will be clearly described and or demonstrated by a physical fitness instructor before the event is performed by the applicant.

- **Body composition testing – skin fold measurements** Skin fold testing is used to determine the total body fat percentage. Skin fold calipers are utilized for this measurement.

- **Height and weight measurement**

- **Flexibility testing – sit and reach**

The applicant is given time to warm up. The applicant will remove their shoes and sit on the floor or mat with their legs extended at right angles from the hip joints and their knees down. The heels of the applicant will be pressed flat against a box and 8 inches apart. A yardstick will be taped to the top of the box with the 15 inch mark on the edge of the box. The applicant will slowly reach forward with both hands (overlapped and even) and reach down the yardstick and hold the position momentarily. The best of three attempts is considered the final flexibility score.

- **Absolute strength testing – 1 maximum repetition bench press**

The applicant will be given time to warm up with light weight to prevent muscle injury. The weights will be loaded based on the following criteria, one half the estimated maximum weight or 2/3 the body weight for males and ½ the body weight for females. Weight will be added to the weight bar based on the ease or difficulty of the lifts. The maximum lift will be attempted on the 5 or 6 lift or when the applicant feels he/she is ready for the maximum attempt.

- **One minute sit up test** The applicant will perform as many sit ups as possible in a 60 second time frame. The applicant must maintain the proper position of lying flat on their back, knees bent at a 90 degree angle and arms crossed at the chest. The repetition will not be counted unless the applicant touches their knees with their elbows.

- **One minute push-up test** Each applicant will complete as many push-ups as possible without breaking form in a one minute time period. A push up repetition is successful when the applicant lowers their body down to where their chin touches an instructor's fist that is placed on the floor under the chin.

- **Vertical jump test** Each applicant will stand with one side towards a flat wall. The applicant will reach as high as possible with their feet remaining on the floor and touch a slap stick device to mark his/her standard reach. The applicant will then jump as high as possible and touch the slap stick device as high as possible above the standard reach. One foot must remain stationary on the floor while preparing to jump. No running starts will be allowed.

- **Aerobic power testing – 1.5 mile test** Each applicant will complete a 1.5 mile test. Applicants must complete this task by either running or walking. The course for this event will include 6 laps around a 440 yard track or the equivalent.

All applicants should be prepared to complete all tests in the physical fitness assessment to the best of their ability. The assessment is not a pass/fail evaluation, but rather a fitness profile as compared to data compiled by The Cooper Institute from a national test group based on similar age and same gender.